

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

REGISTERED NURSE I

POSITION CODE: 38131
Effective: 3-1-17

DISTINGUISHING FEATURES OF WORK:

Under general supervision, and in conformance to established standards, procedures and policy, provides full range of professional nursing services in the care and treatment of patients including restorative nursing. Responsible for assigned nursing care activities in a patient, residential or health care unit or facility to meet regulatory guidelines, utilizing professional training and experience in the field of nursing; or serves as a general health nurse for a facility or an agency.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs a variety of nursing care functions such as, but not limited to: administering medications, monitoring vital signs, examining patients or students using nursing assessment skills and monitoring physical conditions and reactions to various treatments, obtaining laboratory specimens, providing emergency treatment and total patient care and direction and/or assistance with restorative nursing programs. Works in a multidisciplinary approach to attain and maintain patients at their highest level of functioning.
2. Maintains security of medical equipment and supplies that may be used as weapons; maintains surveillance of medical unit surroundings and patients or students for possession of contraband and illegal drugs; prepares reports of infractions of the facility's security rules and regulations.
3. Prepares and maintains medical records and histories such as recording physician's orders, charting medications, recording patient reactions and behavior.
4. Provides nonsupervisory patient care related guidance, instructions and explanations to nonprofessional nursing personnel in patient care and treatment, and the use of equipment.
5. Makes regular rounds of patients in relation to nursing duties and physician rounds; consults with physician and other professional staff regarding patient treatment and care.
6. Sets up, operates and monitors specialized devices such as aspiration equipment, suction equipment and, on completion of specialized training, cardiac monitors.
7. Inventories, orders and maintains security of medications, drugs and other medical equipment and supplies.

REGISTERED NURSE I (Continued)

8. Conducts admission assessment interviews to determine patient's medical history, physical and mental status and facility placement.
9. Participates in patient treatment and patient care plan management meetings.
10. Prepares medical records and case history for patient and student transfers.
11. Provides personal patient care such as assisting patient in eating, bathing and exercising; maintains safe and sanitary conditions in patient environment.
12. Under the direction of a physician provides first aid and emergency medical care in cases of illness, injury and other medical emergency to patients, students, employees and visitors of various state facilities and offices; assists in coordinating and implementing continuing health information and education and training programs for the patients, students and employees of a facility or agency.
13. Provides patient care that meets the standards of practice in continuity of care and regulations that guide the nursing department and/or facility.
14. Practices and instructs subordinate staff in appropriate infection control utilizing isolation procedures which include, but are not limited to: frequent hand washing, masking, gowning, food and elimination precautions, proper usage, cleaning and storage of resident equipment.
15. May perform routine cleaning and organizing of resident units and equipment which include, but is not limited to: storage areas, beds, closets, bedside tables, furnishings; inventories resident's personal belongings and clothing and according to facility policy.
16. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing.

Requires licensure as a Registered Nurse in the State of Illinois.

This class is included as an Upward Mobility Program credential title.

Knowledges, Skills and Abilities

Requires working knowledge of diversified professional nursing principles, concepts and practices.

Requires working knowledge of set up, application and use and care of specialized medical equipment.

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Requires working knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions.

Requires ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate.

Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient.

Requires ability to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Requires ability to apply emergency medical techniques such as Cardiopulmonary Resuscitation, control of bleeding, airway maintenance.

Requires ability to instruct non-nursing personnel in the proper practices and procedures of patient care.

Requires ability to maintain security of the work area and comply with all facility rules, regulations, policies and directives.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a language other than English at a colloquial skill level to perform the duties of the position. Some positions may require candidates to possess specific effective communication skills such as, but not limited to, Braille, sign language or another form of manual communication.